

## SERVICE BRANCH DIRECTOR (NQS)

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| <b>RESOURCE CATEGORY</b>                       | Logistics and Transportation  |
| <b>RESOURCE KIND</b>                           | Personnel   |
| <b>OVERALL FUNCTION</b>                        | The Service Branch Director supervises incident-related communications, food and medical units.   |
| <b>COMPOSITION AND ORDERING SPECIFICATIONS</b> | <ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource.</li> <li>2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation and meals, prior to deployment.</li> <li>3. Requestor specifies any additional qualifications necessary, based on incident complexity and needs.</li> </ol> |

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

| COMPONENT          | SINGLE TYPE   | NOTES   |
|--------------------|---|---|
| <b>DESCRIPTION</b> | <p>The Service Branch Director:</p> <ol style="list-style-type: none"> <li>1.Establishes or transitions into a branch under the Logistics Section</li> <li>2.Supervises and configures the branch with units to support operations, as necessary</li> <li>3.Oversees units that are responsible for the installation, distribution, maintenance and repair of Information Technology (IT) and communications equipment</li> <li>4.Oversees the feeding of response personnel through the use of field kitchens, contracted catering and other available resources</li> <li>5.Provides first responder, first receiver and medical support to incident staff and teams in the field</li> <li>6.Oversees the management of Medical Unit aid stations</li> <li>7.Contributes to the development of the Incident Action Plan (IAP)</li> </ol> | Not Specified   |
| <b>EDUCATION</b>   | Not Specified   | Not Specified   |
| <b>TRAINING</b>    | <p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1.IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2.IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>3.ICS-300: Intermediate Incident Command System for Expanding Incidents</li> <li>4.ICS-400: Advanced Incident Command System for Command and General Staff - Complex Incidents</li> <li>5.IS-700: National Incident Management System, An Introduction</li> <li>6.IS-800: National Response Framework, An Introduction</li> <li>7.E/G/L 0191: Emergency Operations Center/Incident Command System Interface</li> </ol>  | The National Incident Management System (NIMS) Training Program defines a national baseline to guide and promote NIMS training. It provides recommendations to assist Authorities Having Jurisdiction (AHJ) in developing their own training plans, tailored to their specific needs. |

Position Qualification for Logistics and Supply Chain Management  
Logistics and Transportation

| COMPONENT   | SINGLE TYPE   | NOTES   |
|---|---|---|
| <b>EXPERIENCE</b>   | <p>Knowledge, Skills, and Abilities:<br/>Understands the implementation process of the Emergency Management Assistance Compact (EMAC) and other mutual aid agreements</p> <p>Experience:<br/>1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Service Branch Director, or equivalent Authority Having Jurisdiction (AHJ) documentation<br/>2. Leadership experience in incident management in a subordinate position</p> | Not Specified   |
| <b>PHYSICAL/MEDICAL FITNESS</b>                               | Light   | The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions. |
| <b>CURRENCY</b>   | Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years   | A higher position is one for which this position is a prerequisite.                       |
| <b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b> | Not Specified   | Not Specified   |



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### NOTES

Nationally typed resources represent the minimum criteria for the associated category.

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### REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Service Branch Director, latest edition adopted
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the NQS, November 2017
4. FEMA, National Response Framework, October 2019
5. FEMA, NIMS Training Program, May 2020
6. National Wildfire Coordinating Group (NWCG), Position Catalog, latest edition published
7. Emergency Management Assistance Compact (EMAC), Public Law 104-321: EMAC Legislation, October 1996